

**TOWN OF BURRILLVILLE  
LIBRARY BUILDING COMMITTEE  
MEETING MINUTES**

**REGULAR MEETING of the Burrillville Library Building Committee  
held Thursday, January 26, 2006 at 6:30 P.M. at the Burrillville High  
School Media Center, 425 East Avenue, Harrisville, RI.**

**MEMBERS PRESENT: Victor D. Antoniello, Michael A. Caron, David  
C. Ketcham, James H. Moran, G. Wayne Miller**

**MEMBERS ABSENT: Christopher Blakely, Robert J. Martel**

**EX OFFICIO MEMBER ABSENT: William A. Andrews, Town Councilor**

**OTHERS PRESENT: Sandra Mundy, Jay Litman, Tom Kravitz, Pamela  
Choi Redfern, Kevin Blais**

**The meeting was called to order at 6:42 P.M. by Vic Antoniello,  
Committee Chair**

**I. PUBLIC COMMENT**

**None**

**II. REVIEW OF THE MINUTES**

**A motion was made by David Ketcham and seconded by Michael Caron to  
accept (with revisions) the minutes from the meetings on 1/12/2006.  
With no further discussion, the vote in favor was unanimous.**

**A motion was made by David Ketcham and seconded by James Moran to  
accept (with revisions) the minutes from the meetings on 1/19/2006.  
With no further discussion, the vote in favor was unanimous.**

**III. REVIEW AND ACT ON THE FOLLOWING  
CORRESPONDENCE:**

**A. A motion was made by Michael Caron and seconded by James Moran to receive  
and file a copy of the Remedial Action Work Plan from Lincoln Environmental.**

**With no further discussion, the vote in favor was unanimous.**

**IV. REVIEW AND ACT ON INVOICES/EXPENSES:**

**A. A motion was made by James Moran and seconded by David Ketcham  
to approve the Invoice dated 1/26/06 from Bernadette Schuster**

for \$58.46.

B. A motion was made by Wayne Miller and seconded by David Ketcham to

approve the Invoice dated 12/8/05 from Underground Services for \$2,082.62.

Kevin Blais (attending from the public) questioned why Dig Safe did not provide

this service at no charge. Jay Litman and Michael Caron indicated that the

services provided fulfilled engineering requirements for the project, therefore the

specific service would not be provided by Dig Safe. With no further discussion,

the vote in favor was unanimous.

C. An Invoice dated 1/15/06 from Newport Collaborative Architects for \$32,805.32 for payment was not approved. David Ketcham moved to suspend all payments to NCA until the committee is satisfied that it has received a complete and correct set of construction documents including architectural renderings, complete and correct engineering documents, accurate cost estimates, including site work and within budget, the ancillary documentation needed to advertise the

RFP AND a completed agreement with OLIS, or until such time that the

committee and the Town Council agree to terminate the contract with NCA,

whichever is sooner. The motion was seconded by

**James Moran. With no further  
discussion, the vote in favor was unanimous.**

**V. REVIEW AND ACT ON CHANGE ORDERS:**

**A. NCA Change Order #5**

**B. NCA Change Order #6**

**Vic Antoniello reported that a meeting is scheduled on February  
7, 2006 to review  
the Change Orders in entirety.**

**VI. REPORTS**

**A. ARCHITECT**

**Jay Litman distributed and discussed the following documents:**

- Construction Document Estimate – 95%, 1/26/06**
- Value Engineering/Review of Cost Estimate, 1/20/06**
- Engineers Estimate for Site Development Costs, 1/20/06,**

**Jay Litman reported on the 95% completion status of the Cost  
Estimate. The**

**present estimate is \$4,783,725.16. The following value  
engineering adjustments**

were made to arrive at this estimate:

- Shelving (to be bid after project under construction) \$  
75,000.00
- Package for AHU rooms including: (steel columns,  
concrete deck, steel pan, outside building louvers,  
special access doors, etc.)  
\$ 50,000.00
- Revision from Brick to Ship Lap \$  
45,000.00
- Saw Tooth Skylights (to be listed as Add Alternate) \$  
35,000.00

---

**Total**

**\$205,000.00**

Other adjustments under consideration include: reduction in height of the concourse ceiling (which includes elimination of one rooftop unit), smaller motorized screen for the conference room, various reductions to the paging, full card reader, dimming and sound systems, fixtures and table power sources and the associated Mechanical, Electrical and Plumbing costs. Jay Litman and Pamela Redfern provided detail from the drawings and plans to demonstrate how these cost reductions would impact the visual and mechanical

aspects of the building.

Sandra Mundy expressed concern that the elimination of some of the amenities (such as card readers, paging system and power to tables) would be detrimental to patrons and staff of the library. Jay Litman suggested these items be considered as Add Alternates or revisions such as providing the electrical requirements now and installation the hardware in future years.

Jay Litman reported on the Estimate for Site Development, totaling \$2,235,657.48. Pending at this point: the cost comparison for the lighting, further detail on asbestos abatement and landscaping revisions. Litman also pointed out that the cost estimate has not been adjusted for eligible Electrical Rebates.

Vic Antoniello expressed much concern that the overall project costs at this point are exceeding the \$7.5 million approved by Town Council in October. Jay Litman explained that material costs have increased and intended the estimate to be conservative and competitive based upon the bidding environment. Litman also stated that with value engineering still pending, the figures are not final, thus contingencies (as percentages of line items) will also be reduced in the final estimate.

Jay Litman also distributed and reviewed the most recent OLIS reimbursement calculation worksheet. Recent revisions to the

**worksheet included environmental and consulting fees and the cost for The Clerk of the Works. Litman stressed the significance of the OLIS calculation, since reimbursement is limited to amounts listed in original estimates and will not account for cost overruns.**

**Vic Antoniello again voiced concern that the OLIS approval is contingent upon the project cost not exceeding the amount approved by Town Council. Clarification is needed regarding sources of funding (including grants) eligible for inclusion by OLIS, and determination of what site development/acquisition costs already paid by the Town are applicable for OLIS reimbursement. David Ketcham questioned if interest costs are included in the OLIS calculations and if these costs will be assumed by the Library or the Town. Jay Litman will confirm the OLIS inclusion with Karen Mellor. James Moran indicated that the town normally assumes the interest cost.**

**Vic Antoniello requested a firm date for a final estimate. Jay Litman indicated that the final estimate will be complete by next Friday, with the OLIS estimate ready for Committee approval at the same time. NCA will provide PDF files of the final estimate to the**

**Committee for review. Michael Caron raised concern that the present competitive nature of the construction market will impact the project's ability to contain costs if bidding is further delayed.**

## **B. LIBRARY ADMINISTRATION**

**Sandra Mundy reported that she and Karen Mellor continue to work on her portion of the OLIS application.**

## **C. PLANNING DEPARTMENT**

# **VII. DISCUSS AND TAKE ACTION ON SCOPE OF WORK, SELECTION CRITERIA AND ADVERTISING FOR A CLERK OF THE WORKS FOR THE PROJECT**

**Clerk of the Works requirements will be discussed at the next meeting.**

## **VIII. GENERAL DISCUSSION OF THE PROJECT**

**Discussed under in Item VI.**



## **VIII. ADJOURNMENT**

**A motion was made by Michael Caron and seconded by Davd Ketcham to**

**adjourn at 9:05 P.M. With no further discussion the vote in favor was unanimous.**

**The next meeting is scheduled for Thursday, February 9, 2006, 6:30 p.m. at**

**Burrillville High School, Room D2.**

**Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.**

**Recorded by\_\_\_\_\_**

**Bernadette M. Schuster, Clerk to the Committee**

**Approved by\_\_\_\_\_**

**Library Building Committee Member**

**Date Approved \_\_\_\_\_**